

# **NORTH LEBANON TOWNSHIP 2016 FINAL BUDGET**



**Prepared by: Cheri Grumbine**  
**Presented: 11/13/2015**  
**Updated: 12/23/2015**

## **North Lebanon Township Description of Various Funds**

The 2015 Preliminary Budget and Fiscal Plan (“the Plan”) is presented to the Board of Supervisors for review and action. The Board of Supervisors conducted budget workshops that were advertised and opened to the public. This Plan is a result of the issues discussed and direction provided during those workshops. The majority of the Funds are restricted by the funding source(s) or the specific Resolution adopted establishing the Fund.

**General Fund** – The General Fund is the all-purpose Fund of the Township. Real Estate taxes are authorized under Section 3205 of the Second Class Township Code. “The Board of Supervisors may levy taxes upon all real property within the Township” made taxable by the Tax Duplicate prepared by the Lebanon Co. Tax Assessment Office. It is the responsibility of the County to provide the assessment valuation of the properties within the Township.

All real estate taxes, Act 511 taxes (Real Estate Transfer, EIT, LST), and other fees charged by the Township that are not Fund specific, go into the General Fund. The Real Estate Property Taxes and Act 511 Taxes combine for approximately 80% of the township revenue for the General Fund. Other large revenue sources are from the 5% cable TV franchise agreement, fines, host municipality benefit fee, state allocations, and the police service contract with West Lebanon Township.

The majority of all township services are rendered through our General Fund. These services include, police, fire (contribution to 4 volunteer fire companies), EMA, administration, highway, building maintenance, park & recreation, and fleet maintenance. The Wastewater Department operates from a separate budget adopted by the Municipal Authority. It is noted that 2016 is Year 3 of a 3-year Police Contract with contract negotiations anticipated to commence mid-2016. Thus these wages (3-1/4% increase for 2016) and benefits are set as defined in the contract.

Recent history of the township millage rate is as follows:

2016 – 1.71 mills (No Increase)

2015 – 1.71 mills

2014 – 1.50 mills

2013 – 1.44 mills (County-wide Reassessment)

2012 – 10.0 mills (.5 mill incr to Vol Fire Co)

2011 -- 9.5 mills (hire 1 add'l police officer)

2010 -- 8.5 mills (dropped \$5 per Capita Tax)

2009 - 8 mills

2008 - 7 mills

2007 - 7 mills

2006 - 7 mills

2005 - 6 mills

2004 – 12 mills (prior to re-assessment)

The General Fund shows NO increase and will remain at 1.71 mills (1.503 mills plus .207 for Fire Company) for 2016.

The Township's Assessment Value:

2016 - \$809,967,800; parcel count 4719

2015 - \$806,429,600; parcel count 4712

2014 - \$804,150,400; parcel count 4702

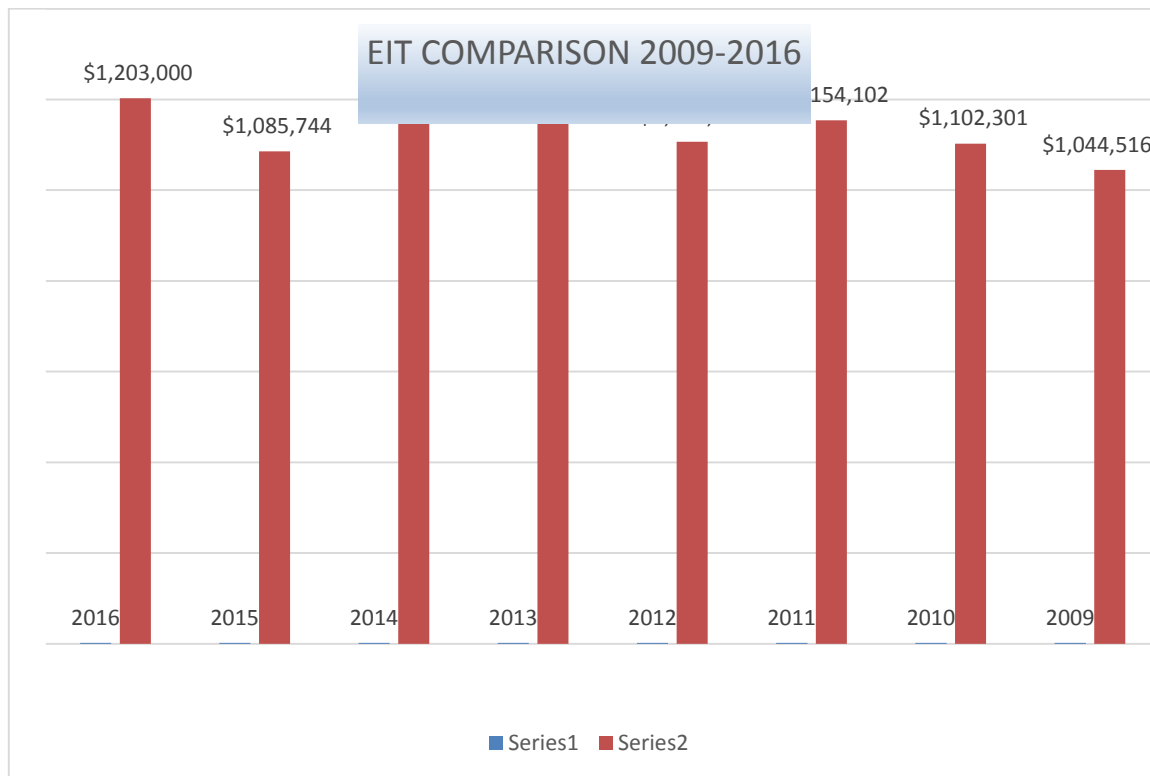
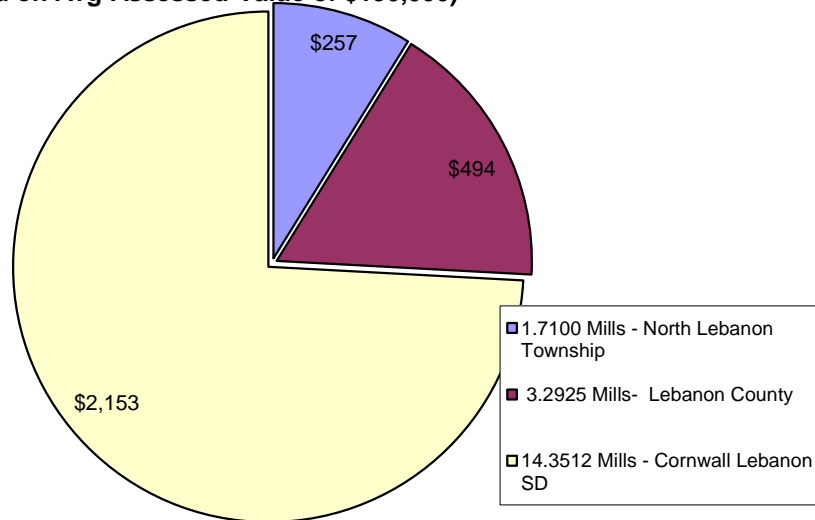
2013 - \$836,147,400; parcel count 4691

The following table provides a comparison of taxes an average resident would pay to the 3 separate entities based on their respective millage rates. This chart below is based on the average market value of \$150,000.

Assessment Value: \$150,000:

1.7100 mills <b><u>Towship</u></b> Real Estate Taxes	- \$ 256.50 (2016 rate)
3.2925 mills <b><u>County</u></b> Real Estate Taxes	- \$ 493.88 (2016 rate)
4.3512 mills <b><u>Cornwall-Lebanon SD</u></b> Real Est Taxes	- \$ 2,153.00 (2015-16 rate)

**Municipal Tax Breakdown Vs. County & School Taxes**  
(Based on Avg Assessed Value of \$150,000)



## GENERAL FUND REVENUES

		2016	2015	2014
Acct #	Department	Budget	Budget	Budget
100	Cash/CD's on Hand	\$400,727	\$608,000	\$843,916
301	Real Estate Taxes	\$1,381,494	\$1,373,124	\$1,201,038
310	Act 511 Taxes	\$1,499,192	\$1,411,961	\$1,420,981
321/322	License/Permits	\$175,552	\$169,652	\$160,012
331	Fines	\$91,150	\$92,650	\$101,250
341-342	Interest/Rents/Royalties	\$31,921	\$33,100	\$24,854
354-357	State Grants/Entitlements	\$220,030	\$221,151	\$234,928
358	Intergovernmental Services	\$77,500	\$77,000	\$76,500
361	General Government	\$3,050	\$1,650	\$5,650
362	Public Safety (Police)	\$23,950	\$27,625	\$24,250
363	Highways & Streets	\$1,000	\$1,250	\$2,500
364	Sanitation (Host Munic. Fee)	\$110,000	\$105,000	\$104,000
367	Recreation	\$10,400	\$10,300	\$10,825
380/381	Misc. & Sale of Property	\$100	\$100	\$100
387	Donations/Contributions	\$5,000	\$5,000	\$5,000
391	Disposition of Fixed Assets	\$1,500	\$3,000	\$2,500
	Total Projected Revenue	\$3,631,839	\$3,532,563	\$3,374,388

## GENERAL FUND EXPENSES

		2016	2015	2014
Acct #	Department	Budget	Budget	Budget
400	Board of Supervisors	\$46,301	\$65,121	\$48,521
401	Administration	\$341,767	\$317,420	\$306,063
402	Auditors	\$11	\$11	\$11
403	Tax Collection	\$24,750	\$29,750	\$19,750
409	Building Maintenance	\$53,906	\$51,489	\$64,365
410	Police Department	\$1,879,442	\$1,791,201	\$1,729,099
411	Fire Departments	\$276,609	\$266,240	\$270,442
414	Planning/Zoning	\$13,600	\$13,500	\$21,350
415	EMA/911	\$14,680	\$14,755	\$9,975
421	Humane Society	\$1,215	\$1,215	\$2,500
423	Safety Committee	\$2,333	\$750	\$750
430	Hwy-General	\$442,364	\$439,864	\$416,953
433	Hwy-Signals/Signs	\$3,750	\$4,250	\$4,000
434	Hwy-Street Lighting	\$960	\$825	\$960
436	Hwy-Storm Water (MS-4)	\$21,300	\$20,700	\$27,100
437	Hwy-Vehicle Maintenance	\$78,409	\$79,591	\$73,937
439	Hwy-Construction/Rebuild	\$11,429	\$11,429	\$11,429
448	Fire Hydrants	\$89,708	\$89,708	\$89,585
450	Rental Properties (2)	\$10,450	\$10,500	\$10,075
451	Recreation	\$131,406	\$129,312	\$138,435
456	Library	\$6,000	\$6,000	\$6,000
492	Interfund Operating Transfer	\$181,192	\$381,192	\$121,192
	Total Projected Expenses	\$3,631,582	\$3,724,823	\$3,372,492
	Projected Yr-End Balance	\$401,184	\$415,740	

**General Fund Expenditures:**

The 2016 budget does not include any reduction in services or increase/decrease in staffing.

The Township proposed to continue utilizing services of the Lebanon County Treasurer for tax collection of Real Estate and Street Light Taxes, which provides a 50% reduction for all costs associated with the mailing and collection of taxes. This helps to further reduce our overall tax collection costs.

The larger departmental capital purchase items reflected in the budget are as follows:

**Administration:**

\$ 2,400 - Upgrade to GIS imagery with County GIS (covers 2016 and 2019 update).

\$18,500 – Rewrite of Personnel Manual by Professional\*

\*(Revised 12/23/2015)

**Bldg Maint:**

\$2450 – Replace wash bay exhaust fan

**Police Dept:**

\$ 1,000 – Ballistic Shield

\$ 5,000 – Portable Radios (2)

\$ 3,000 – Laptop

\$13,500 – Replace Server

\$ 3,300 – PCs (2) in squad room

\$ 8,800 – Ballistic Vests (11 officers)

**FIRE DEPARTMENTS (Ebenezer, Glenn Lebanon, Rural Security, Weavertown):**

\$166,000\* (\$41,500 ea.)\*Revised 12/23/2015

\*The 2016 budget includes a slight increase in funding to our 4 volunteer fire companies. 2016 - \$41,500/ company vs. 2015 - \$39,000/Company (.207 mill both 2015/2016).

**EMA:**

\$ 600 – TV, cable & mount

\$ 75 – UPS battery backup for EMA server

\$ 375 – Dedicated phone lines to EOC office/radio room

\$ 850 – VOIP phone hardware for EOC

\$ 900 – Wireless cradle point

In September 2014, the Board adopted our Emergency Operations Plan. We continue to equip our Emergency Operations Center that was constructed as part of our 2006 Building Expansion. Our newly appointed EMA Coordinator is planning to have table-top exercises that may confirm additional items necessary to meet the needs of an operational EOC during an emergency. We are not looking to replace Lebanon County EMA but rather work together during any emergency situation in North Lebanon Township for the benefit of our residents.

**SAFETY COMMITTEE:**

\$1758 (3) Eyewash Stations

The Township received a 50% grant for the purchase and installation of eyewash stations to be installed in 3 areas of the township building.

**Fleet Management:**

\$ 2,000 – Tools for Vehicle Maintenance

**HIGHWAY:**

\$1800 – Laptop

**RECREATION:**

**Lion's Lake:**

\$1288 – Improvements to pavilion

\$3047 – Repair to 2 sections of walking path

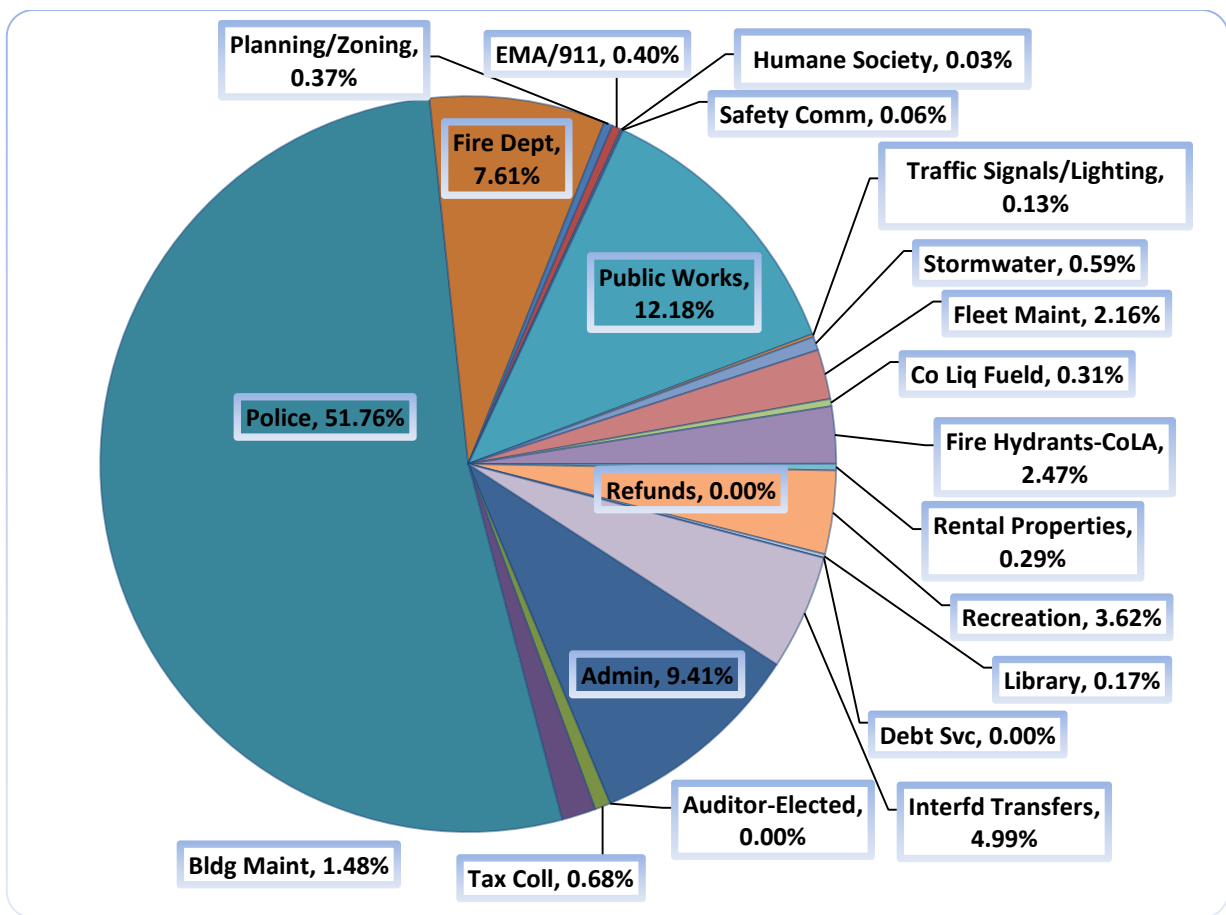
\$1500 – Replace 6x6 posts on playground equipment\*

(\*added 12/23/15)

**Long Lane:**

\$3595 – Teener field wall, step area and fence improvements

## General Fund Depts. vs. Overall Budget



**Street Light Fund** – This is a restricted Fund for street lights maintained throughout various areas of the Township. Commencing in the late 80’s, developers were mandated to install street lights at their expense. Properties located within 250’ of a street light are assessed a front foot assessment to pay for associated operating and maintenance costs of the street lights. There is no projected increase for 2016; the assessment rate will remain the same at \$.51/front foot.

#### **STREET LIGHT REVENUES**

		<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Acct #</b>	<b>Department</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
100	Cash on Hand	116,436	96,025	93,930
301	Real Estate Taxes	58,450	58,450	58,450
341-342	Interest/Rents/Royalties	250	250	1,000
	Total Projected Revenue	\$58,700	\$58,700	\$59,450

#### **STREET LIGHT EXPENSES**

		<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Acct #</b>	<b>Department</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
403	Tax Collection	0	350	0
434	Hwy-Street Lighting*	80,850	46,100	49,390
	Total Projected Expenses	\$80,850	\$46,450	\$49,390
	Projected Year-End Balance	\$94,286	\$108,275	

\*An amount of \$30,000 has been set aside for upgrades to Street Lighting to LEDs depending on availability by Met-Ed. Meeting scheduled January 2016 by Met-Ed to update municipalities.

**Capital Improvement Fund** – This Fund is used for large capital improvement projects related to the municipal building and grounds. In 2015, the township installed heat sensors and fire alarms throughout the municipal building and two storage structures and demolished a property in an area prone to flooding.

We list the following projects for 2016. 1) LED sign board; 2) PD replacement flooring; 3) Upgrade surveillance equipment for yardwaste/admin office; 4) Gutter replacement for storage building; 5) Dam Breach Analysis Report and related upgrades;

#### **CAPITAL IMPROVEMENT REVENUES**

		<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Acct #</b>	<b>Department</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
100	Cash on Hand	658,671	468,225	647,500
341-342	Interest/Rents/Royalties	5,000	5,000	5,000
392	Transfer from General Fund	31,192	231,192	31,192
	Total Projected Revenue	\$36,192	\$236,192	\$36,192
	Total Cash on Hand + Projected Revenue	\$694,863	\$704,417	

#### **CAPITAL IMPROVEMENT EXPENSES**

		<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Acct #</b>	<b>Department</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
409	Building Improvements*	63,456	26,885	137,380
446	Flood Control - E Cumberland St	52,000	2,000	10,000
451	Park & Rec	55,000	45,000	54,620
492	Interfund Operating Transfer	0	0	50,000
	Total Projected Expense	\$170,456	\$73,885	\$252,000
	Projected Year-End Balance	\$524,407	\$630,532	

\*No change in projects scheduled. Increase only due to LED sign being split differently among Funds.



**Capital Reserve Fund** – In 1979, the Board of Supervisors created the Capital Reserve Fund for the sole purpose of purchasing equipment. We have prepared an Equipment Replacement Schedule based on the life expectancy of the various pieces of equipment. This schedule will be updated in 2016. The annual Host Municipality Fee is used to help fund the Capital Reserve Fund. All large equipment purchases are made through this Fund and depending on the type of equipment a portion is taken from the Liquid Fuels Fund. For 2016, the Board is proposing to purchase the following items: 1.) Two-Police SUVs; 2.) Shared MCSAP Vehicle with South Lebanon Twp (replacement); 3.) Roadmaster Vehicle (replacement) ; 4.) Bobcat Planer.

#### **CAPITAL RESERVE REVENUES**

		<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Acct #</b>	<b>Department</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
100	Cash on Hand	38,287	183,100	272,040
341-342	Interest/Rents/Royalties	1,600	500	750
391	Disposition of Fixed Assets	5,000	26,000	31,000
392	Interfund Operating Transfers	150,000	150,000	90,000
	Total Projected Revenue	\$156,600	\$176,500	\$121,750

#### **CAPITAL RESERVE EXPENSES**

		<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Acct #</b>	<b>Department</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
410	Police – SUVs (2)	97,500	33,500	33,000
430	Hwy – General	48,071	277,909	184,400
451	Park & Recreation	0	37,562	0
	Total Projected Expenses	\$145,571	\$348,971	\$217,400
	Projected Year-End Balance	\$49,316	\$10,629	

**Special Projects Fund** – This Fund is for the Recycling Program and is funded in part through a 904 Grant (Performance Grant). This annual grant, received from DEP, is based on the tonnage recycled by North Lebanon Township businesses and residents. The formula for our eligible tonnage includes a multiplier, which reduces the amount we receive to only 60% of the calculated performance grant.

The use of our Township Yard Waste Facility continues to receive positive feedback from our residents regarding this facility. The budget reflects the annual yard waste card to remain at \$35. This fee is on a calendar year, January 1, through December 31, and is only available for township residents/property owners. A business access card can also be obtained by commercial landscape businesses located in the township at a higher fee.

The yard waste facility is monitored 24/7 by our surveillance camera system. Should unapproved items be discarded at our facility we have the ability to research the recorded information on the DVD, find the incident, and take appropriate action. An upgrade to the yardwaste surveillance system is budgeted for 2016.

The yard waste facility is currently open Monday through Saturday as follows:

Fall/Winter Hours: October 1 through March 31 – 7:00 am to 5:00 pm (Oct 1-31 7:00 am-6:00 pm)

Spring/Summer Hours: April 1 to September 30 - 7:00 am to 8:00 pm

No Sunday hours

#### **SPECIAL PROJECT REVENUES**

		<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Acct #</b>	<b>Department</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
100	Cash on Hand	275,256	270,030	210,548
321	License/Permits	35,550	35,000	28,500
341-342	Interest/Rents/Royalties	4,000	3,500	3,500
364	Mktg Recyclables/Load-Deliver Mulch	3,200	2,950	2,500
365	Recycling Grants	11,659	263,278	201,799
391	Sale of Fixed Assets	26,250	0	0
	Total Projected Revenue	\$80,659	\$304,728	\$236,299
	Total Cash on Hand + Projected Revenue	\$355,915	\$574,758	

#### **SPECIAL PROJECT EXPENSES**

		<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Acct #</b>	<b>Department</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
427	Recycling*	31,581	317,008	175,120
	Total Projected Expenses	\$31,581	\$317,008	\$175,120
	Projected Year-End Balance	\$324,334	\$257,750	

\*Increase due to LED sign expense re-appropriated among various Funds.

**Park & Recreation Fund** – This Fund receives its operating revenue from developers. For those developers paying a “fee in lieu of” land dedication, the fee is \$1250/unit on all new residential final subdivision and/or land development plans submitted to the township. This money is deposited into this fund and tracked for expenditures per regulations. The Park & Recreation Board reviews budget requests and makes recommendations to the Supervisors.

Phase I of the Lenni Lenape Park was completed at the end of 2013. In 2014, the Township work-force planted 41 trees. A small basin is all that remains to be completed for Phase I.

We will continue the Tree Dedication Program (\$300/tree) at the Lenni Lenape Park until all trees are dedicated. There are also benches available for dedication.

The Board will continue to work with the Park & Rec Board for possible solutions to the existing playground equipment at Lion’s Lake.

#### **PARK & RECREATION REVENUES**

		<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Acct #</b>	<b>Department</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
100	Cash on Hand	7,520	1,000	40,874
341-342	Interest/Rents/Royalties	5	2	50
354	State Capital/Operating Grants*	7,000	0	0
365	Developer Fees	68,250	0	0
367	Firewood/Sponsorships/Memorials	12,000	3,000	1,200
	Total Projected Revenue	\$87,255	\$3,002	\$1,250
	Total Cash on Hand + Proj Rev	\$94,775	\$4,002	

#### **PARK & RECREATION EXPENSES**

		<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Acct #</b>	<b>Department</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
427	Special Projects*	7,000	0	17,637
	Total Projected Expenses	\$7,000	\$0	\$17,637
	Projected Year End Balance	\$87,775	\$4,002	

\*Includes a \$7000 Marcellus Shale Application Grant to Lebanon County Commissioners for tree plantings.

**Liquid Fuels Fund** – This money is allocated from the State and deposit is mandatory to this Fund. Expenses are restricted by the State to specific highway purposes. Currently, we use these funds for equipment purchases, salt and anti-skid material, plow repairs, street signs, speed limit signs, line striping, storm water maintenance, and routine street maintenance, including street repairs, crack sealing, and bridge work. In addition, all major paving projects are expensed from this fund. For 2016, the projected revenue from the State is \$379,100, an increase of \$56,471, a 17.5% increase over 2015.

[..\Roads\Roads-Streets\Kimmerlings Rd\Kimmerlings Rd-pics](#)

The Kimmerlings Road upgrade in 2015 was a major paving project for our Highway Department in 2015. Kimmerlings Road was upgraded from Mt. Zion Road to N 7<sup>th</sup> Street for a distance of 1.2 miles. The upgrade consisted of moving electric and telephone poles and lines, widening, reclamation of the existing base, binder and wearing course and line striping. The TOTAL cost of this project is approximately **\$750,000**. We are pleased to state that we did not borrow any money to complete the project, as we were able to keep other associated costs down for our Liquid Fuels Fund.

For 2016, our paving project is Jay Street from Rte. 72 to Sandhill Road, at an anticipated cost of \$330,550. For 2016, we anticipate receiving \$11,429 from the County Liquid Fuels program, which will go towards this project. Our balance remaining at the end of 2016 is estimated to be \$17,070. Again, we recognize that this remaining balance must be sufficient to take us into the 2016-2017 winter maintenance season and will monitor each expense in hopes of maintaining a higher ending balance.

#### **LIQUID FUELS REVENUES**

		<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Acct #</b>	<b>Department</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
100	Cash on Hand	100,000	466,455	559,600
341-342	Interest/Rents/Royalties	500	1,500	1,200
354-357	State Grants/Entitlements	379,820	323,349	271,096
393	General Loan	0	100,000	0
	Total Projected Revenue	\$380,320	\$424,849	272,296
	Total Cash on Hand + Proj Rev	\$480,320	\$891,304	

#### **LIQUID FUELS EXPENSES**

		<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Acct #</b>	<b>Department</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
430	Hwy-General-Cap Purchases	0	0	48,150
432	Hwy-Snow & Ice	40,000	42,000	32,000
433	Hwy-Signals/Signs	26,000	30,000	28,000
436	Hwy-Storm Water	35,000	50,000	50,000
438	Hwy-Maint/Bridges	23,000	29,500	29,500
439	Hwy-Construction/Rebuild	339,250	665,746	355,565
	Total Projected Expenses	\$463,250	\$817,246	\$543,215
	Projected Year-End Balance	\$17,070	\$74,058	